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How to Release a Purchase Order

- 1. Log onto https://partners.aafes.com
- 2. Enter Username and Password
- 3. Click on Transportation Managements System Link
- 4. Click on Search for PO



5. Enter PO and Select Go

Option 2

1. Click on OPEN (this will give you all Purchase orders that are in TMS)

2. Organize screen by Contractor Ship Date (this date is the date that the PO must ship by; this will put the PO's in order from oldest to newest)

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- 6. Click on PO number (it will be underlined like a hyperlink)7. Enter ship from location

A. If you have already set up ship from location simply enter **Short name** and click rolodex.

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- B. If you do not have an address set up follow these steps.
 - I. Click on Roledex
 - II. Click Add
 - III. Enter Short name first (something short to ID company name)
 - IV. Enter Full company name
 - V. Enter Street Address
 - VI. Enter City
 - VII. Enter State (use 2 character abbreviation)
 - VIII. Enter Zip Code
 - IX. Enter Country (use 2 character abbreviation)
 - X. Enter POC (name and phone)
 - XI. Enter Email
 - XII. Check **notify by email** (this is how you will receive routing instructions)
 - XIII. Do not check fax, it does not work
 - XIV. Click ADD **Add**, your address should now populate
 - XV. Click From in the address keeper filters

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8. Enter **FIRST AVAILABLE SHIP DATE** – **MUST GIVE AAFES 72 HR NOTICE** (this date should be within 3 days (prior or after) the MUST SHIP BY CONTRACTOR SHIP DATE)

First Available Ship Date:		(mmddyy)
Must Ship by Contractor Ship Date:	10/26/06	(mm/dd/yy)
Required Delivery Date:	11/06/06	(mm/dd/yy)

9. Select Lines to be released (if releasing multiple line items or weight and cube is incorrect see <u>Releasing order by total weight, cube and quantity</u>)

10. Enter **correct quantity, weight and cube for each** line (if incorrect) or see Instructions on how to release by total weight, cube and quantity. ****TMS** does not allow you to release more than PO was written for

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11. Click Save

- 12. Now your status (top right hand corner) will show either
 - A. Pending No line has been released
 - B. Open At least one line has been released
 - C. Released Entire PO has been released

13. Routing instructions should be sent to you 48-96 hrs prior to your FIRST AVAILABLE SHIP DATE (if no routing intructions are sent to your email, see instructions on how to find your routing)

When to call buyer for an amendment

- A. TMS will not allow you to enter first available ship date.
 - I. Ask buyer for amendment to extend Contractor Ship date and Required Delivery Date (RDD)

II. Amendments cannot be done on an OPEN PO

B. You are trying to release more than the PO is written for

Release By Total Weight, Cube and Quantity 1. Release by line item – Select

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	2 094325000463	FRAME BED FULL SIZE	4 25	750.0 1.71	100 3000.0	6.84 100	0 F	Pending	
	3 094325000470	BED FRAME QUEEN METAL 761	4 25	1125.0 1.71	100 4500.0	6.84 100	0 F	Pending	
	4 094325000487	BED FRAME KING	3 25	1150.0 1.69	75 3450.0	5.07 75	1 O F	Pending	
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- 2. A drop down will appear and you will fill in the prompts
- 3. Enter a brief description (do not have to)
- 4. Enter correct weight, cube and quantity for entire order
- 5. Put a check in the Hazmat box, if merchandise is Hazmat
- 6. You MUST also check at least one line item, so check box 1
- 7. Click Save
- 8. When screen is refreshed, status will show OPEN

How To Find Routing

1. Log into TMS	1					
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Purchase Orders Search for PO Open	AND which match the following crit criteria.) Shipment Identifier:	eria: (Note: Leav	e blank to accept any v	alue, but you must specify a	at least one of the following search	
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- 3. Select All Shipments
- 4. Type your PO in the Shipment Identifier (you can type up to 3, separated by commas)
- 5. Press Enter
- 6. If this does not pull up your PO, give us a call and we can assist.

Contact <u>zzlgtms@aafes.com</u> Denise Montes @ 214-312-3122 Brian Cambra @ 214-312-2939 Heidi Thedford @ 214-312-4095 Ken Caro @ 214-312-2904